



# Relay For Life

Team Captain Handbook





## What is Relay For Life?

The Irish Cancer Society has partnered with Relay For Life to work with communities across Ireland, to celebrate cancer survivors, to remember those we have lost and to raise awareness of the services provided by the Irish Cancer Society.

### Celebrate Cancer Survivors

At Relay we celebrate cancer survivors from our community as VIPs who provide hope and inspiration. At Relay, we also celebrate caregivers, who give time, love, and support to their friends and family facing cancer.

### Remember - Candle of Hope

As darkness falls, the Candle of Hope Ceremony takes place and we remember the people affected by cancer. The candle bags are dedicated to someone lost to cancer or in celebration of a Survivor. They remind the community that we will never forget the pain caused by cancer and that we will never let our determination to live in a world where no-one dies from cancer be diminished.

### Come together as a Community

Relay helps the community fight back against cancer. At Relay we support people in our community affected by cancer. We fund research. We fund vital services such as Night Nursing and the Volunteer Driver Service. We encourage the community to make lifestyle choices that will reduce their risk of cancer.

# Your step-by-step guide to being a Team Captain



## Step 1 – Build your team

Reach out to your family, friends or colleagues and ask them to join your team. Teams are the heart and soul of Relay. Together you will raise funds, have fun and make a huge difference to the lives of cancer patients across the country.



## Step 2 – Start fundraising

Now you have your team together, you can get fundraising in the lead up to your Relay For Life event. Check out our fundraising ideas page for some ideas for your team events.



## Step 3 – Get the word out

Help your Relay For Life event by getting the word out there. Let all your family and friends know about the event, and how they can attend and support you and your team. Don't forget to check out your Relay's social media pages and like and share!



## Step 4 – Attend Team nights

Attend your Team Captain's meetings organised by your committee. If you can't make it, see if a team member can attend in your place. It's a great way to meet other teams, find out more about your Relay and share ideas.



## Step 5 – Lodge your funds raised

Lodge your funds as you raise them so your hard earned funds can get to work straight away. See our 'How to lodge your funds' page for more detail.



## Step 6 – Enjoy your Relay

Relay For Life is an amazing event that brings the community together to support cancer patients and their families. You and your team have made a huge difference. Make sure to enjoy the event to its fullest!



# Ideas for your team



## Host a table Quiz

Organise a table quiz at a local venue or hang out. Nothing excites people more than the spirit of competition! Charge admission and test your friends' knowledge on different subjects.



## Take on a team challenge

Put you and your team's stamina to the test by taking on a challenge like a marathon, cycling or spinning event. You can get the whole team involved and collect pledges from your friends and family in the lead up to the event.



## Hold a Coffee Morning

Organise a coffee morning in your home, community or workplace. Set a date, bake some treats, put on the kettle, and invite your family, friends and colleagues to join you for a few hours. Collect donations from your guests at the event.



## Candle of Hope

You can help your committee sell candle bags in your local area. For more information, contact your committee.

If you know someone who would like to buy theirs online please direct them to: [www.cancer.ie/candle-of-hope](http://www.cancer.ie/candle-of-hope).



# How to make the most of your Relay For Life fundraiser



## Government guidelines

Check in with Government guidelines to ensure your fundraiser is safe to hold.

## Start early

The earlier you begin, the more people you can reach and the easier your fundraising will be.

## Fundraise online

Check in with your committee for the link to create your online fundraising page. Share this with family and friends, it's a great way for those who can't attend to support your event.

## Set a goal

Having a set goal to reach is a great motivator to help you reach your target!

## Get downloading

Check out our free downloads at [www.cancer.ie/relay-for-life-resources](http://www.cancer.ie/relay-for-life-resources). We have everything you need to promote or decorate your event!

## Get dialled in

Our fundraising team is here to help! Give them a call at 0818 10 20 30.

## Show your gratitude

Any time someone makes a donation, remember to thank them with a quick email or a status update on social media.

## Tips to get the word out



### Word of mouth

Tell your friends, family and colleagues that you're raising money to fund support services and life-changing research. Send a text and share details for your event through email, WhatsApp or Messenger.



### Share on social

The quickest way to promote your fundraiser to the masses. Share your Relay event on platforms such as Facebook, Instagram and Twitter.

# Every single euro you raise will make a difference to people with cancer and their families throughout Ireland.

Did you know, in 2021 donations from events like yours allowed The Irish Cancer Society to...

- Dedicate record amounts of funding for the Irish Cancer Society's **counselling services** and vital clinical trials to help improve cancer patients' lives now and into the future.
- **Increase supports available** to those going through a **childhood cancer diagnosis**, so that no family has to face this journey alone.
- Reach out to people impacted by cancer through over **22,500 supportive and comforting conversations** with the Irish Cancer Society's **Support Line** and **Daffodil Centre** nurses.
- Provide **7,323 nights of Night Nursing**, to allow patients at end of life to spend their final days surrounded by their loved ones.
- Continue to be the voice of the cancer community as the world focused on the COVID-19 pandemic.
- Bring our Your Health Matters roadshow to 10 locations nationwide, educating 19,000 people face-to-face on how they can catch the signs of cancer early.

## Every Donation Counts!



€25

Can help cover the cost of driving a cancer patient to and from a chemotherapy appointment using our Volunteer Driver Service.



€50

Can help provide vital clinical equipment for a Night Nurse.



€60

Will cover the cost of a counselling session to help a person cope with a cancer diagnosis in their life.



€375

Will cover the cost of one night of Night Nursing, providing end of life care to a patient in their own home.

## Lodging Your Funds!

Please contact your local committee or the Relay team in the Irish Cancer Society ([relayforlife@irishcancer.ie](mailto:relayforlife@irishcancer.ie)) if you have funds to lodge.

Please contact us **0818 10 20 30** if you lodge through a Post Office.

## Fundraising Terms and Conditions for Relay Team:

Thank you for registering your team for Relay — we really appreciate your support. We want your fundraising to be a safe and enjoyable experience, so please read these terms and conditions. If you need any further information we're just a phone call away on 0810 10 20 30.

### Fundraising for the Irish Cancer Society and Relay For Life:

- All activities must be conducted in accordance with all applicable laws.
- The Relay Team in the Irish Cancer Society and your local Relay committee are happy to offer advice and guidance.
- If you are organising a public collection or a raffle where tickets are sold to the public, you should contact your local Garda station for advice.
- Your events should state clearly that they are run by the Relay For Life team in aid of your local Relay For Life event and the Irish Cancer Society.
- Please contact your Relay For Life Committee before contacting local businesses for contributions, or sponsorship.

### Cash Handling and Banking

To comply with audit requirements and to preserve the integrity of the organiser, at least two people should count and lodge the funds raised. All net proceeds must be submitted to the Irish Cancer Society or to your Relay For Life committee within 30 days of the Relay.

### Insurance

Fundraising activities and events organised by Relay For Life teams in advance of the 24-hour event are not covered by the insurance policy for the 24-hour event. Teams who are planning activities in advance of the 24-hour event must seek their own insurance advice and arrange appropriate cover.

### Irish Cancer Society

The Relay Team in the Society are happy to provide you with information about the work of the Irish Cancer Society in your area.

If you have any questions, please contact your local Relay committee or the Relay Team in the Society at **0818 10 20 30** or email [relayforlife@irishcancer.ie](mailto:relayforlife@irishcancer.ie)



### Remember:

We want you to enjoy your fundraising event and stay safe! The Irish Cancer Society accepts no liability for any loss, damage or injury caused during the event you undertake. The Society's insurance does not cover property or the property of your helpers or guests, nor does it cover your personal liability for any injury suffered by yourself or your event participants. You should seek independent insurance advice prior to organising your event. Remember to use common sense when it comes to health and safety. Where food is involved, please take care and work to ensure safe preparation, storage and cooking. Please follow good hygiene practices.

### Disclaimer:

The Fundraiser agrees to release the Irish Cancer Society to the fullest extent permissible under law for claims and demands of any kind, and from all liability that may arise in respect of any damage, loss or injury occurring to any person, except where such liability arises because of the negligence of the Irish Cancer Society or its agents. The Irish Cancer Society reserves the right to terminate the agreement relating to an event at any time if it appears there is a likelihood of the Fundraiser failing to adhere to any of the terms and conditions.

### Public Health Guidelines:

We want to ensure the health and wellbeing of those that fundraise on our behalf and of the public. Please ensure that any fundraising activity is delivered in line with current public health guidelines in relation to minimising the spread of COVID-19. Details of current restrictions can be found at [www.gov.ie/coronavirus](http://www.gov.ie/coronavirus)

#### Irish Cancer Society

43/45 Northumberland Road, Dublin 4

Ground Floor, Lawley House, Monahan Road, Cork

Fundraising Hotline: 0818 10 20 30

Support Line: 1800 200 700

Email: [relayforlife@irishcancer.ie](mailto:relayforlife@irishcancer.ie)

[www.cancer.ie](http://www.cancer.ie)

You can also find us on:



[www.facebook.com/IrishCancerSociety](https://www.facebook.com/IrishCancerSociety)



[www.twitter.com/IrishCancerSoc](https://www.twitter.com/IrishCancerSoc)



Best Practice in Transparency and Accountability

